



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO 11000.2J
3JI
13 SEP 1999

STATION ORDER 11000.2J

From: Commanding Officer
To: Distribution List

Subj: STATION FACILITIES PLANNING BOARD

Ref: (a) MCO P11000.12C
(b) MCO P11000.5F

1. Purpose. To provide the functions, procedures, and responsibilities of the Station Facilities Planning Board.

2. Cancellation. Station Order 11000.2H.

3. Background

a. The Station Facilities Planning Board provides well staffed and accurate recommendations to the Commanding Officer concerning, but not limited to, construction, Station siting and layout, resource allocation, and planning.

b. Reference (a) publishes a facilities planning and programming system for Marine Corps activities. Reference (b) governs all aspects of the Real Property Facilities Projects Program. Therefore, the Station Facilities Planning Board will carry out its responsibilities as established in the references.

4. Function. The Station Facilities Planning Board shall meet as needed to review and recommend plans for the ultimate development of the Station and actions to be initiated. These reviews and recommendations shall include, but not be restricted to, the following:

a. Military Construction Program.

b. Minor Construction Project Requests that are within the Commanding Officer, MCAS Yuma, funding authority.

c. Any additional functions determined by the Chairman as proper for consideration by the Facilities Planning Board.

5. Board Composition. The Station Facilities Planning Board shall consist of the following permanent members:

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a. Voting Members

Facilities Management Officer (Chairman)

MCAS S-4 Officer

FMD Engineering Director

Facilities Support Services Division Director

Comptroller

CP&L Officer

MAWTS-1 S-4

MAG-13 S-4

MACS-1 S-4

b. Non Voting Members

Facilities Maintenance Division Director

Station Planner, Facilities Management Department

Department of Safety and Standardization Officer

Fire Department

Communication Data Electronics Officer

c. The Chairman is authorized to call upon any member of this command or tenant units to serve as an advisor to the Board when matters over which they have responsibility are under consideration.

6. Individual Responsibilities

a. The Chairman of the Board will chair all board meetings and schedule additional meetings as required. The Chairman shall have authority to approve urgent minor construction requests and collateral equipment requests received between meetings.

b. The Facilities Management Officer (FMO) shall screen facility matters proposed for board consideration to ensure the appropriate regulations and requirements are satisfied so the item, if approved, can be implemented. The FMO shall have the authority

to reject minor construction requests that have insufficient justification or violate regulations.

c. The FMO shall brief the board on the status for the Minor Construction Funds. The FMO shall brief the board on the current Station Facility Support Requirement (FSR) highlighting changes and projects needed to support those changes.

d. The FMO shall have approval authority for individual minor construction requests up to \$100,000. The total cumulative amount of FMO approval authority in any one fiscal year will be as determined by the funding appropriations assigned to the Air Station, and approved by the Commanding Officer.

e. The FMO shall prepare agenda items for each meeting. The FMO shall also be prepared to brief the Board Members on agenda items under discussion and shall submit recommended priorities for the projects, work orders, etc., that are to be reviewed.

7. Reports. The FMO shall prepare the minutes, including the board's recommendations, of each meeting for submission to the Commanding Officer. After approval by the Commanding Officer, copies shall be distributed to each member of the board, each Commanding Officer, Officer-in-Charge, Department Head, and other staff officers as applicable.

8. Action

a. Tenant commands and Station departments shall submit proposed Facility Planning Board agenda items to the Facilities Management Officer, via the Facilities Work Reception Desk. All proposed agenda items must begin the process of board consideration as a work order input into the work order tracking system.

b. Tenant commands and Station departments shall submit minor construction work requests to the Facilities Management Department, Work Reception Desk. Requests shall contain sufficient explanation and justification to allow adequate prioritization and development of an accurate estimate. All requests will be entered into the work order tracking system, and referred to by their assigned work order number.

c. Tenant commands and Station departments are expected to support the desired projects with a short summary to the board on the need and impact if it is not provided. Priority will be given (in order) to (1) Safety, (2) Operations, (3) Security, (4) Other work items.

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d. Recommendations for both facilities and military construction projects should be submitted to the Facilities Management Officer, via the Facilities Work Reception Desk.

e. Tenant commands and departments shall submit personnel support equipment requests to the following:

(1) Mess and Galley Equipment - Food Service Officer.

(2) Bachelor Housing Furniture - Supply Officer, Marine Corps Property.

(3) Office Furniture and Furnishings - Marine Corps Property Officer, Supply Department.



MARK E. CONDRA

DISTRIBUTION: B